

To:

Primary schools
Secondary schools
Special schools
Nursery schools

Your Ref: Paul Gohl
My Ref: PG/PERSONNEL
Contact: Paul Gohl
Tel: 01482 613968
Fax: 01482 613290
E-mail: paul.gohl@hullcc.gov.uk
Date: 28TH November 2003

Dear Head of Administration,

Training for SIMS Personnel Contracts

The ICT Training and Security section will be providing training for those administration officers who need help in completing the contracts section of the personnel module.

Information on the personnel contracts was provided during the PLASC training however not all administration officers will have experience of entering this information.

Entering the personnel contract information is an important part of the PLASC return.

The course duration is half a day and is available on 16th December 2003 during either the morning (9.00am to 12.00pm) or afternoon (1.00pm to 4.00pm). The location is the education centre, room 14.

The normal training costs will apply.

Please be aware these are the only training courses for the SIMS Personnel that will be held. It is therefore important that if you wish to have a place on this course then you return the tear off slip below by 5th December 2003 at the very latest.

Please call me direct should you require any clarification.

Yours sincerely

Mr. Paul Gohl

ICT Training and Security Officer

On behalf of the IT Manager

I wish to book a place on the SIMS Personnel Contracts course: YES NO

School

Attendee

Additional Person

Budget Codes/.....

Preferred date (please indicate):

16th December 2003 AM

16th December 2003 PM

Please return to Claire Winship, IT Clerk, Learning Services, IT Section, 3rd Floor Essex House,
Manor Street, Hull, HU1 1YD **no later than the 5th December 2003.**

FAX 613290

EMAIL Claire.winship@hullcc.gov.uk

Please note the following conditions exist and individual schools will be charged accordingly if they cancel within the periods of time below:

Cancellation of training within 48 hours will be charged at the full agreed rates

Cancellation of training within 7 days will be charged at half the agreed rates

Cancellation of training within 14 days will be charged at a third the agreed rates